



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

Accounting Specialist 1, NCPRD Finance Department

The North Clackamas Parks and Recreation District has a need for a hard-working, competent employee to assist the Finance Department. This is a part-time, non-benefited position with 20-25 hours allocated weekly.

Responsibilities:

Under general supervision, to prepare, reconcile, balance, adjust and maintain accounting records, supporting documents and routine account summaries. Respond to requests and inquiries from internal and external customers; and do other finance related tasks as requested.

Accounts Payable responsibilities:

- Reviews payment requests, invoices, and vouchers for accuracy, and proper authorization.
- Verifies, codes, and enters vouchers into financial system and submits for payment.
- Reviews vouchers for accuracy and attaches files to payment requests.
- Tracks, and maintains district wide utility payments. Reconciles auto-pay utility transactions in procurement card system.
- Reviews utility charges and monitors for accuracy, and anomalies.
- Maintains and updates vendor addresses and payment method requests.

Required Knowledge and Skills:

Working knowledge of: Basic methods and practices of financial recordkeeping; basic accounting and bookkeeping systems, financial terminology, basic math, ability to utilize Microsoft and adobe programs.

Skill to: Interpret and process financial documents according to instructions, enter data with speed and accuracy, utilize basic excel functions including basic formula operations. Establish and maintain effective working relationships with internal and external departments.

Minimum Qualifications:

- Combination of education and experience that provides the knowledge, skills, and abilities to perform the position responsibilities.
- Ability to deliver excellent customer service and communicate in a positive manner with all age groups.
- Will be required to pass a criminal history background check.
- Must possess a valid Driver's License and have reliable transportation.

Experience: One year of previous accounting experience preferred.

Hours and Wages:

- Must be able to work Monday – Friday between the hours of 7 AM - 5 PM. Exact working schedule can be flexible and discussed with selected candidate.
- Position is eligible for remote work.
- Number of hours per week can vary but should not exceed 29 hours per week
- Hourly compensation starts at \$21.05.

To Apply:

Candidates should email their resume to finance@ncprd.com. Please reference Accounting Specialist 1 in the subject line.